

M e m o r a n d u m

Date: April 2, 2008

To: Sonora Area

From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**
Sonora Area

File No.: 425.A11366


Subject: CHAPTER 18 AREA MANAGEMENT EVALUATION

During the month of March 2008, an informal Area Management Evaluation of the Sonora Area was completed. The subject of this evaluation was Affirmative Action, Chapter 18, of HPG 22.1.

The attached pages discuss the findings of that inspection. Sonora Area is in compliance, therefore, a follow up report will not be necessary.



Jeanie Keaster
OSSI

Approved: 
Date 4/18/08

**Department of California Highway
Patrol**
AREA MANAGEMENT EVALUATION
Chapter 18
AFFIRMATIVE ACTION

Area
425

Division
Central Division

Number

Evaluated By J.Keaster, OSSI

Date April 2008

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed in the Summary Statement. The Summary Statement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Summary can be handwritten if desired.

Type of Evaluation

☐ Formal ☒ Informal

Suspense Date

Follow-up Required

☐ Yes ☒ No

☐ Correction

Report

by _____

Commander's Review

Date 11/5/07 FOR L. AREA 4/3/2008

1. SUPPORT AND AWARENESS

Evaluated
☒

Action Required
☐

Corrected
☐

a. Do all managers and supervisors support and implement the objectives of the Department's Affirmative Action (AA) Program?

☒ Yes ☐ No

(1) Does the commander support and encourage AA?

☒ Yes ☐ No

(a) Are managers and supervisors familiar with the program?

☒ Yes ☐ No

(b) Are managers and supervisors familiar with ongoing AA goals, and do they know where to obtain assistance regarding goals and programs?

☒ Yes ☐ No

(2) Are managers and supervisors familiar with special employment programs established to enhance AA efforts in targeted areas?

☒ Yes ☐ No

(3) Regarding local AA programs, are innovation or notable attempts by the Area to enhance the Department's AA goals documented?

☒ Yes ☐ No

2. AFFIRMATIVE ACTION GOALS

Evaluated
☒

Action Required
☐

Corrected
☐

a. Are hiring practices consistent with affirmative action goals and objectives?

☒ Yes ☐ No

(1) Do selections approved by the commander reflect support of the Department's emphasis on maintaining a diverse workforce?

☒ Yes ☐ No

(2) Do CHP 440As document specific efforts toward making an AA hire, such as soliciting an adequate candidate group?

☒ Yes ☐ No

(a) Were all three ranks on the certification list canvassed?

☒ Yes ☐ No

(b) Were Job Opportunity Bulletins sent to all state agencies?

☒ Yes ☐ No

(3) Were justifications for hires which do not further AA goal achievement examined for weak or vague explanations which can be subjective in nature?

☒ Yes ☐ No

(4) What is the Area's current nonuniformed staffing profile by classification, gender, ethnicity and number of disabled employees? 1-OSSI/WF and 1-OT/WF. 1-ATIII/WM

AREA MANAGEMENT EVALUATION
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(a) Is the profile balanced based upon relevant labor force parity figures?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(b) Are management and supervisory staff aware AA goals and timetables can be obtained from the Office of Equal Employment Opportunity (OEEEO)?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
3. HIRING OPTIONS	Evaluated <input checked="" type="checkbox"/>	Action Required <input type="checkbox"/>	Corrected <input type="checkbox"/>		
a. Is the commander and his/her management team familiar with various hiring options available to enhance AA?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Certification list?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Lateral transfer between classifications?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Training and Development (T&D) Assignment?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Temporary Authorization (TAU) Appointment?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Temporary downgrade?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
b. Has the Area exercised hiring options to assist the Department in meeting its AA goals?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Were options explored to attract and hire females into nontraditional classifications?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Were bilingual certification lists used in an attempt to hire bilingual employees?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
4. UPWARD MOBILITY	Evaluated <input checked="" type="checkbox"/>	Action Required <input type="checkbox"/>	Corrected <input type="checkbox"/>		
a. Supervisors encourage employees to investigate upward mobility opportunities?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are employees informed of the opportunities?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are T&D/lateral transfer opportunities posted in a prominent location, or routed among eligible employees?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Are employee's Upward Mobility Career Plans reviewed annually as part of their annual performance evaluation?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Is compliance with program eligibility for continuation assured?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(b) Have employees' potential for a new or higher level assignment been evaluated?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
b. Do supervisors encourage and ensure participation of employees from underrepresented groups in assignments and/or training to further their development and enhance competitiveness in promotional examinations?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Field and headquarters temporary assignments?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Specialized training classes?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

AREA MANAGEMENT EVALUATION
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(3) Special projects in Area/Division?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Special duty assignments?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Advanced Academy training?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
c. Does the commander ensure eligible employees are kept apprised of upward mobility opportunities?		
(1) Is the commander aware of upward mobility interests of nonuniformed staff?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Has the commander shown his/her support for upward mobility efforts?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
5. RECRUITMENT	Evaluated <input checked="" type="checkbox"/>	Action Required <input type="checkbox"/>
a. Are recruitment efforts active and ongoing?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Has Area contributed to Division's recruitment efforts?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Was staff support provided in the way of female, minority and persons with disabilities role models for recruitment presentations?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(b) Does the Area contribute resource information such as community and media contacts?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Does the commander stimulate interest and involvement in ongoing recruitment efforts among his/her management team?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Are Area managers and supervisors actively involved in promoting the Department's recruitment goals?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(b) How is the Public Affairs Officer utilized to promote the Department's recruitment goals? Recruiting material is displayed at all functions attended by the PAO where appropriate. Recruiting packets are also carried in all enforcement vehicles.		
(c) Has the commander developed and maintained liaison with minority, disabled, and women's organizations in the community?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(d) Has the commander or other managers made recruitment presentations before minority, disabled or women's organizations?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
6. BILINGUAL SERVICES PROGRAM	Evaluated <input checked="" type="checkbox"/>	Action Required <input type="checkbox"/>
a. Does the Area have bilingual services positions authorized per GO 10.7?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
b. Are bilingual services positions deployed appropriately?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are bilingual services positions deployed to maximize the effective use of bilingual skills?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) What criteria is used to determine deployment of bilingual services positions?		

AREA MANAGEMENT EVALUATION
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c. Commander review the biennial language survey data per GO 10.7?				<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Are copies retained at the Area?				<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
d. If/when required, have position audits been conducted in accordance with departmental policy?				<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Has the Unit 5 Memorandum of Understanding been consulted for payment and auditing of uniformed positions?				<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
7. PERSONS WITH DISABILITIES PROGRAM	Evaluated <input checked="" type="checkbox"/>	Action Required <input type="checkbox"/>	Corrected <input type="checkbox"/>	
a. Do managers and supervisors maintain an ongoing endeavor to enhance the Department's efforts to attract and retain qualified candidates and employees with disabilities?				
				<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Reasonable Job Accommodations				
(a) Is the commander and his/her management team familiar with the provisions of HPM 10.2, Chapter 6, Persons with Disabilities Program, and the commander's Reference Guide on Issues Related to Persons with Disabilities?				<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(b) Is the commander/team familiar with resource contacts, such as the Department of Rehabilitation, EEO, Facilities, Telecommunications, Business Services, and Health and Safety Sections?				<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(c) Are supervisors aware of the many devices available to help in employment of persons with disabilities?				<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(d) Have there been opportunities to provide reasonable accommodations for employees/applicants with disabilities?				<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
[1] What efforts were made to provide reasonable accommodations? Currently modifying a work station to accommodate an employee.				
(2) Advisory Committee for People with Disabilities (ACPD)				
(a) Are ACPD minutes reviewed by the Area management team?				<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(b) Are ACPD minutes distributed or made available to all employees?				<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
8. DISCRIMINATION	Evaluated <input checked="" type="checkbox"/>	Action Required <input type="checkbox"/>	Corrected <input type="checkbox"/>	
a. Are managers and supervisors responsible for ensuring there is a favorable working atmosphere for all employees, free from discrimination, including sexual harassment?				
				<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Familiarity and Support				
(a) Is the commander/management team familiar with departmental policies and procedures regarding prohibited discriminatory practices?				<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(b) Is the commander/management team familiar with departmental policies and procedures for handling discrimination or sexual harassment issues or allegations should they occur?				<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

AREA MANAGEMENT EVALUATION
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(c) Is the commander/management team familiar with the roles and responsibilities of outside agencies in the resolution of complaints? ☒ Yes ☐ No

(d) Has training been provided for all employees on discrimination and sexual harassment? ☒ Yes ☐ No

(2) Work Environment

(a) Is the work environment businesslike and does it ensure fair and courteous treatment of all employees and the public? ☒ Yes ☐ No

(b) Do interpersonal relationships between employees, including managers and supervisors, reflect the professionalism expected of the CHP? ☒ Yes ☐ No

(c) Are notices properly posted in each work area advising of the names and business telephone numbers of EEO counselors available for assistance? ☒ Yes ☐ No

COMMENTS

**Department of California Highway
Patrol**
AREA MANAGEMENT EVALUATION
Chapter 18
AFFIRMATIVE ACTION

Area
Chowchilla River
Inspection Facility

Division
Central

Number

Evaluated By Sergeant D.R Wymore

Date 11/05/2008

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed in the Summary Statement. The Summary Statement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Summary can be handwritten if desired.

Type of Evaluation

☐ Formal ☒ Informal

Suspense Date

Follow-up Required

☐ Yes ☒ No

☐ Correction

Report

by _____

Commander's Review

Date

12/1/08

1. SUPPORT AND AWARENESS

Evaluated
☒

Action Required
☐

Corrected
☐

a. Do all managers and supervisors support and implement the objectives of the Department's Affirmative Action (AA) Program?

☒ Yes ☐ No

(1) Does the commander support and encourage AA?

☒ Yes ☐ No

(a) Are managers and supervisors familiar with the program?

☒ Yes ☐ No

(b) Are managers and supervisors familiar with ongoing AA goals, and do they know where to obtain assistance regarding goals and programs?

☒ Yes ☐ No

(2) Are managers and supervisors familiar with special employment programs established to enhance AA efforts in targeted areas?

☒ Yes ☐ No

(3) Regarding local AA programs, are innovation or notable attempts by the Area to enhance the Department's AA goals documented?

☒ Yes ☐ No

2. AFFIRMATIVE ACTION GOALS

Evaluated
☒

Action Required
☐

Corrected
☐

a. Are hiring practices consistent with affirmative action goals and objectives?

☒ Yes ☐ No

(1) Do selections approved by the commander reflect support of the Department's emphasis on maintaining a diverse workforce?

☒ Yes ☐ No

(2) Do CHP 440As document specific efforts toward making an AA hire, such as soliciting an adequate candidate group?

☒ Yes ☐ No

(a) Were all three ranks on the certification list canvassed?

☒ Yes ☐ No

(b) Were Job Opportunity Bulletins sent to all state agencies?

☒ Yes ☐ No

(3) Were justifications for hires which do not further AA goal achievement examined for weak or vague explanations which can be subjective in nature?

☐ Yes ☐ No

(4) What is the Area's current nonuniformed staffing profile by classification, gender, ethnicity and number of disabled employees?

AREA MANAGEMENT EVALUATION

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OT (1) - White Female / OA (1) - Hispanic Female / CVIS (14) - Males (7) Hispanic (7) White

(a) Is the profile balanced based upon relevant labor force parity figures? ☐ Yes ☒ No

(b) Are management and supervisory staff aware AA goals and timetables can be obtained from the Office of Equal Employment Opportunity (OEEEO)? ☐ Yes ☐ No

3. HIRING OPTIONS

Evaluated
☒

Action Required
☐

Corrected
☐

a. Is the commander and his/her management team familiar with various hiring options available to enhance AA? ☒ Yes ☐ No

(1) Certification list? ☒ Yes ☐ No

(2) Lateral transfer between classifications? ☒ Yes ☐ No

(3) Training and Development (T&D) Assignment? ☒ Yes ☐ No

(4) Temporary Authorization (TAU) Appointment? ☒ Yes ☐ No

(5) Temporary downgrade? ☒ Yes ☐ No

b. Has the Area exercised hiring options to assist the Department in meeting its AA goals? ☒ Yes ☐ No

(1) Were options explored to attract and hire females into nontraditional classifications? ☒ Yes ☐ No

(2) Were bilingual certification lists used in an attempt to hire bilingual employees? ☐ Yes ☒ No

4. UPWARD MOBILITY

Evaluated
☒

Action Required
☐

Corrected
☐

a. Supervisors encourage employees to investigate upward mobility opportunities? ☒ Yes ☐ No

(1) Are employees informed of the opportunities? ☒ Yes ☐ No

(2) Are T&D/lateral transfer opportunities posted in a prominent location, or routed among eligible employees? ☒ Yes ☐ No

(3) Are employee's Upward Mobility Career Plans reviewed annually as part of their annual performance evaluation? ☒ Yes ☐ No

(a) Is compliance with program eligibility for continuation assured? ☒ Yes ☐ No

(b) Have employees' potential for a new or higher level assignment been evaluated? ☒ Yes ☐ No

b. Do supervisors encourage and ensure participation of employees from underrepresented groups in assignments and/or training to further their development and enhance competitiveness in promotional examinations? ☒ Yes ☐ No

(1) Field and headquarters temporary assignments? ☐ Yes ☒ No

(2) Specialized training classes? ☒ Yes ☐ No

AREA MANAGEMENT EVALUATION
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(3) Special projects in Area/Division?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Special duty assignments?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Advanced Academy training?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
c. Does the commander ensure eligible employees are kept apprised of upward mobility opportunities?		
(1) Is the commander aware of upward mobility interests of nonuniformed staff?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Has the commander shown his/her support for upward mobility efforts?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
5. RECRUITMENT	Evaluated <input checked="" type="checkbox"/>	Action Required <input type="checkbox"/>
a. Are recruitment efforts active and ongoing?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Has Area contributed to Division's recruitment efforts?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Was staff support provided in the way of female, minority and persons with disabilities role models for recruitment presentations?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(b) Does the Area contribute resource information such as community and media contacts?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Does the commander stimulate interest and involvement in ongoing recruitment efforts among his/her management team?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Are Area managers and supervisors actively involved in promoting the Department's recruitment goals?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(b) How is the Public Affairs Officer utilized to promote the Department's recruitment goals? Utilized in information and education assignments, encouraged to attend all PAO meetings, briefings and training.		
(c) Has the commander developed and maintained liaison with minority, disabled, and women's organizations in the community?		
	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(d) Has the commander or other managers made recruitment presentations before minority, disabled or women's organizations?		
	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
6. BILINGUAL SERVICES PROGRAM	Evaluated <input checked="" type="checkbox"/>	Action Required <input type="checkbox"/>
a. Does the Area have bilingual services positions authorized per GO 10.7?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
b. Are bilingual services positions deployed appropriately?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are bilingual services positions deployed to maximize the effective use of bilingual skills?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) What criteria is used to determine deployment of bilingual services positions?		
Rotation shift sign up for all uniformed and seniority for non-uniformed.		

AREA MANAGEMENT EVALUATION
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c. Commander review the biennial language survey data per GO 10.7?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(1) Are copies retained at the Area?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
d. If/when required, have position audits been conducted in accordance with departmental policy?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(1) Has the Unit 5 Memorandum of Understanding been consulted for payment and auditing of uniformed positions?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
7. PERSONS WITH DISABILITIES PROGRAM	Evaluated <input checked="" type="checkbox"/>	Action Required <input type="checkbox"/>	Corrected <input type="checkbox"/>
a. Do managers and supervisors maintain an ongoing endeavor to enhance the Department's efforts to attract and retain qualified candidates and employees with disabilities?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(1) Reasonable Job Accommodations			
(a) Is the commander and his/her management team familiar with the provisions of HPM 10.2, Chapter 6, Persons with Disabilities Program, and the commander's Reference Guide on Issues Related to Persons with Disabilities?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(b) Is the commander/team familiar with resource contacts, such as the Department of Rehabilitation, EEO, Facilities, Telecommunications, Business Services, and Health and Safety Sections?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(c) Are supervisors aware of the many devices available to help in employment of persons with disabilities?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(d) Have there been opportunities to provide reasonable accommodations for employees/applicants with disabilities?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
[1] What efforts were made to provide reasonable accommodations?			
(2) Advisory Committee for People with Disabilities (ACPD)			
(a) Are ACPD minutes reviewed by the Area management team?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(b) Are ACPD minutes distributed or made available to all employees?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
8. DISCRIMINATION	Evaluated <input checked="" type="checkbox"/>	Action Required <input type="checkbox"/>	Corrected <input type="checkbox"/>
a. Are managers and supervisors responsible for ensuring there is a favorable working atmosphere for all employees, free from discrimination, including sexual harassment?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(1) Familiarity and Support			
(a) Is the commander/management team familiar with departmental policies and procedures regarding prohibited discriminatory practices?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(b) Is the commander/management team familiar with departmental policies and procedures for handling discrimination or sexual harassment issues or allegations should they occur?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	

AREA MANAGEMENT EVALUATION

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(c) Is the commander/management team familiar with the roles and responsibilities of outside agencies in the resolution of complaints? ☒ Yes ☐ No

(d) Has training been provided for all employees on discrimination and sexual harassment? ☒ Yes ☐ No

(2) Work Environment

(a) Is the work environment businesslike and does it ensure fair and courteous treatment of all employees and the public? ☒ Yes ☐ No

(b) Do interpersonal relationships between employees, including managers and supervisors, reflect the professionalism expected of the CHP? ☒ Yes ☐ No

(c) Are notices properly posted in each work area advising of the names and business telephone numbers of EEO counselors available for assistance? ☒ Yes ☐ No

COMMENTS
